

MINUTES OF MEETING
WYNNFIELD LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Wynnfield Lakes Community Development District was held Wednesday, January 17, 2024 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida.

Present and constituting a quorum were:

Jeff Lawton	Supervisor
Mark Oliver	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Mary Grace Henley	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the January 17, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

Ben Taylor presented a proposal to the Board to build a Gaga Ball pit at the athletic field. The proposal explained that Gaga Ball is a dodgeball-style game that is played in a fenced-in area.

Mr. Dickinson questioned how much demand there is for the sport.

Mr. Lawton questioned the liability associated with the sport and what the cost would be to fence the area.

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Ms. Gentry stated that the amenity rules would need to be updated to provide rules for the facility, there would need to be additional signage, and the board would need to understand the maintenance responsibility for the amenity.

This matter will be added to the next agenda and staff will provide updates on the costs associated with adding the amenity.

THIRD ORDER OF BUSINESS

Approval of Minutes of the November 15, 2023 Meeting

There were no comments on the minutes.

On MOTION by Mr. Oliver seconded by Mr. Dickinson with all in favor the minutes of the November 15, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Request for Use of Athletic Field from Body Mind Performance

Mr. Laughlin reminded the Board that at the last meeting the Board approved usage of the field by Body Mind Performance in January. The organization has submitted an additional request to use the field from 9:00 a.m. to 3:00 p.m. the weeks of June 3rd, July 8th and July 15th. The June session would be operated by a separate organization called “Beestera.” They are aware of the CDD’s contract and insurance requirements.

Emily Tillman added that the compensation for use of the field would be \$750 per week.

Mr. Dickinson asked what the head count was for the winter camp.

Emily Tillman responded that it ranged from 38 to 40 and five of those were residents.

Ms. Hernandez asked about the possibility of special rate for residents.

A representative from Body Mind Performance responded that they could make that happen. The discount is typically \$40 off.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the request from Body Mind Performance for one week in June and two weeks in July was approved subject to a license agreement, a discount for residents, and a \$750 per week payment to the District.

FIFTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Rates, Fees and Charges Related to Rental of

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**the Pickleball / Tennis Courts; Resolution
2024-02**

Ms. Gentry stated that the idea behind this public hearing is to add fees for reserving the pickleball and tennis courts for exclusive use. The proposed rate was \$100 for four hours and the deposit would remain consistent with other facility rentals. There are also changes proposed to the language of the amenity policies to incorporate that change and to limit the rental to up to 25 guests unless the Board grants a special approval to go beyond that.

On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor, the public hearing was opened.

Presidee Barrett stated that his only concern is safety and the damage being done to the courts. He asked if the fee is sufficient for any necessary repairs.

Mr. Laughlin responded that currently the rules allow for residents to bring up to five guests and there could still potentially be damage. Allowing rentals of the courts would allow staff to track the resident that organized the rental and if necessary, the District can pursue reimbursement for any repairs needing to be done.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor, the public hearing was closed.

Mr. Lawton asked if residents can be notified of the rentals in advance.

Ms. Hernandez responded that staff will post signs informing residents of the reserved times.

On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor, Resolution 2024-02, adopting rates, fees and charges related to rental of the pickleball / tennis courts, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry introduced Mary Grace Henley from her firm. She also updated the Board on the new requirements for completing at least four hours of training on the Sunshine Law, Public Records Law, and statutory and constitutional ethics provisions by the end of each year. Lastly,

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she informed the Board the Form 1 will now be submitted electronically to the Commission on Ethics.

B. District Engineer – Update on Erosion at 12348 Wood Blossom Court

Mr. Sowards provided the Board with the original plans for the drainage area at 12348 Wood Blossom Court and reported on the findings from his inspection of the area. Directly behind the lots on Wood Blossom is a CDD owned drainage easement. He did not see any issues as far as fencing falling or similar issues.

Mr. Oliver stated that the whole hill going all the way down is washing out, not just that property.

Mr. Sowards stated that would be a CDD issue and recommended woven geotextile fabrics be used after the area is filled back in, as well as planting plant foliage so the root system can hold the bank together. He also informed the resident present that there are improvements that could be done in their backyard as well. He explained that altering the amount of impervious surface on private lots by, for example, installing large areas of pavers, could alter the drainage in the area and necessitate additional drainage improvements.

Mr. Laughlin suggested Mr. Oliver and Mr. Sowards coordinate to inspect the area again together to determine what all is affected and then staff can begin the process of gathering proposals for repairs.

This item will be added to the next agenda.

Mr. Laughlin informed the Board that Matthews Design Group has submitted a proposal to complete a stormwater needs analysis report for a fee of \$6,000. He noted that while the cost would take the engineer fees over budget, the budget overall could absorb the cost at this time, or the report can be deferred until the next budget year to be able to appropriately budget for the report.

Mr. Dickinson commented that the erosion repairs could be costly and recommended waiting until the cost of the repairs can be determined to ensure there are funds available for the report.

C. District Manager

There being nothing to report, the next item followed.

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D. Operation Manager

1. Reports

A copy of the operations report was included in the agenda package for the Board's review.

Mr. Thomas informed the Board that the filter grates in the splash pad need to be replaced, which will cost around \$1,000.

Mr. Dickinson asked that they proceed with replacement.

Mr. Thomas relayed resident requests including a Smith machine for the fitness center, a pool heater, speed bumps, a shade structure over the playground swings, and the Christmas lights.

2. Quote from Florida Pest Control

Mr. Thomas informed the Board that Florida Pest Control has identified twelve possible rodent entry points. They provided a quote totaling \$3,134 to block off the entry points.

This item was tabled to allow staff time to confirm if there is evidence of rodents.

Mr. Laughlin suggested gathering quotes from other vendors as well.

Next, Mr. Thomas reported that the sidewalks are getting dark, and the fencing is starting to get some algae as it has been two years since they were last pressure washed.

Next, the Board discussed the need to trim the trees. Mr. Thomas stated that he has not been able to get assistance from JEA or the city on that.

3. Koehn Proposal for Irrigation Repairs

A proposal from Koehn Outdoor totaling \$1,200.83 to make repairs to the irrigation system were included in the agenda package. Mr. Thomas noted this proposal was approved by Mr. Laughlin between meetings.

Mr. Thomas stated that replacing sod along Kernan will be considered as the season approaches. Mr. Dickinson added that there are some dead areas on the bank near the pumps.

E. General Manager – Report

Ms. Hernandez gave the Board an overview of the General Manager's report, a copy of which was included in the agenda package.

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NINTH ORDER OF BUSINESS

Audience Comments / Supervisor’s Requests

A resident commented that she wants to be more informed as to the CDD and the CDD assessments.

Mr. Laughlin provided an overview of how the assessments work and noted the meeting documents and annual schedule can be found on the District’s website.

Mr. Lawton asked staff to look into quotes for park benches for around the athletic field or closer to the lake, as well as dog waste stations.

Mr. Dickinson asked staff to ask the recreational companies to quote installation of a Gaga Ball pit when they quote the shade structures and benches.

EIGHTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

NINTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of November 30, 2023

Copies of the financial statements were included in the agenda package for the Board’s review.

B. Special Assessment Receipt Schedule

A copy of the assessment receipts schedule showing the fiscal year 2023 assessments are 100% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$152,211.16 for the general fund and \$6,349 for the capital reserve fund was included in the agenda package. Mr. Laughlin noted there were a couple larger expenditures in this check register, including the annual liability insurance payment.

Mr. Lawton asked when the next budget will be adopted.

Mr. Laughlin responded that the budget will be adopted in July. He may add a budget discussion item to the March agenda.

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On MOTION by Mr. Lawton seconded by Mr. Oliver with all in favor the check register was approved.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting – March 20, 2024 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the meeting was adjourned.

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Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Kristi Sweeney
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Chairperson/Vice Chairperson